



OFFICE OF INSPECTOR GENERAL CITY OF JACKSONVILLE

James R. Hoffman
Inspector General

THE INVESTIGATIVE PROCESS

What to Expect When ...

You are contacted by the Office of Inspector General (OIG) Investigations Unit

OIG Investigations, to include interviews, are conducted in accordance with the *Association of Inspectors General Green Book Standards* and the *Commission for Florida Law Enforcement Accreditation Standards*.

Before the Interview:

- When you are contacted for an interview, you will be notified that the OIG is conducting an investigation and you have been identified as a witness or a subject.
- In order to protect the integrity of the investigation, the OIG will not advise you of the nature of the investigation until your actual interview, unless a collective bargaining agreement requires otherwise.
- The OIG will make reasonable accommodations in scheduling your interview so as to provide the least amount of disruption to your work schedule.
- The OIG may or may not contact your manager and/or others in your supervisory chain in order to assist in scheduling your interview.

During the Interview:

- You will be expected to provide a form of legal identification (driver's license, State ID card or US Passport).
- You will also be asked to confirm your demographic information (date of birth, home address, etc.).
- All interviews will be conducted under oath and recorded.
- All interviewees will be re-advised as to whether they have been identified as a witness or subject of the investigation.
- All interviewees will be advised of the pertinent allegation(s) for which they are a witness or subject.
- Interviewees have the opportunity to provide a voluntary, handwritten, sworn statement.
- If you are subject to a collective bargaining agreement, the OIG will conduct the interview in accordance with the agreement.
- You, as the interviewee, have the sole right to determine whether or not you wish to have your Union Representative or personal Legal Representative present during the interview. No other persons will be permitted.
- If you choose to have your Union Representative or personal Legal Representative present during your interview, you and/or your representative should understand that their

role is to **observe**, rather than participate during the interview, but that your representative is authorized to advise or assist you.

- If you are the subject of a criminal allegation, your *Garrity Rights* will be explained to you prior to questioning, and you will be afforded the opportunity to waive such rights or immediately end the interview (*Garrity v. New Jersey, 1967*).

Any action or attempted action to impede, interfere or obstruct an investigation may be a violation of Section 602.309, *Ordinance Code*.

After the Interview:

- In order to preserve the integrity of the investigation, you will be advised to **not** discuss the interview, as well as the nature of the investigation, with any other persons.
- All interviewees will be afforded the opportunity to provide a voluntary, handwritten, sworn statement.
- You have the right to request a copy of your recorded interview, or any other documents. In accordance with Florida Statutes, the requested documents will be provided upon conclusion of the active investigation.
- If you request a copy of an interview, it will be provided in a digital format.
- If you are the subject of an investigation, prior to case closure, you will be afforded the opportunity to review the finding(s), and provide any comments to the OIG within ten (10) calendar days, in accordance with Section 602.303(c), *Ordinance Code*, and OIG policies and procedures.
- If you choose to provide comments, please be aware that the comments must be in writing and will be attached to the final report.
- If you choose to provide comments, the OIG will review the comments and a determination will be made as to whether or not any further investigative activity and/or changes to the final report are warranted.
- If warranted, the OIG may include a rebuttal to your comments in the final report.

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“Enhancing Public Trust in Government”

OIG HOTLINE: (904) 630-8000

VISIT OUR WEBSITE AT: <http://www.coj.net/OIG>

OR

CONTACT US BY EMAIL AT: InspectorGeneral@coj.net